United Nations ST/IC/2016/16*

Secretariat

1 August 2016

Information circular**

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Membership of the Job Network Board for the Political, Peace and Humanitarian Network**

In accordance with annex I to administrative instruction ST/AI/2016/1, entitled "Staff selection and managed mobility system", the Assistant Secretary-General for Human Resources Management has decided that the membership of the Job Network Board for the Political, Peace and Humanitarian Network (POLNET) will be as follows:

Chair:

Alessandro Susini, Department of Peacekeeping Operations

Members:

Claudia Banz, Department of Peacekeeping Operations

Matthias Behnke, Office of the United Nations High Commissioner for Human Rights

Robert Dann, Department of Political Affairs

Uchenna Emelonye, Office of the United Nations High Commissioner for Human Rights

Ivor Fung, Office for Disarmament Affairs

Nathalie Fustier, Office for the Coordination of Humanitarian Affairs

Vincent Hubin, Office for the Coordination of Humanitarian Affairs

Maarit Kohonen-Sheriff, Office of the United Nations High Commissioner for Human Rights

Daniela Kroslak Department of Peacekeeping Operations

Djibril Ly, United Nations Multidimensional Integrated Stabilization Mission in Mali

* Reissued for technical reasons on 16 August 2015.

** The present circular will be in effect until further notice.

16-13254* (E) 170816

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Valere Mantels, Office for Disarmament Affairs

Hiroko Miyamura, Department of Political Affairs

Cecilia Piazza, United Nations Organization Stabilization Mission in the Democratic Republic of the Congo

Samba Sane, Department of Political Affairs

Mary Soliman, Office for Disarmament Affairs

Kyoko Shiotani, Department of Political Affairs

Kim Taylor, Office for the Coordination of Humanitarian Affairs

Hulan Tsedev, Office of the United Nations High Commissioner for Human Rights

Alternate members:

Josiane Ambiehl, Department of Political Affairs

Frej Fenniche, Office of the United Nations High Commissioner for Human Rights

Stephen Jackson, Department of Political Affairs

Christopher King, Office for Disarmament Affairs

Davey McNab, Department of Political Affairs

Orest Nowosad, Office of the United Nations High Commissioner for Human Rights

Andrei Shkourko, Department of Peacekeeping Operations

Xiaoyu Wang, Office for Disarmament Affairs

Denise Wilman, United Nations Mission in Liberia

Representatives of staff (observers):

Egor Ovcharenko

Ian Richards

Barbara Tavora-Jainchill

Stephen Towler

Alternate representatives of staff (observers):

Jamshid Gaziyev

Mohammed Helal

Gloria Nwabuogo

Philip Scarr

Ex officio member:

Chief, Network Staffing Team, Office of Human Resources Management

United Nations ST/IC/2016/17

Secretariat

9 August 2016

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Membership of the Senior Review Board**

In accordance with section 2 of Secretary-General's bulletin ST/SGB/2016/3, the Secretary-General has decided that the membership of the Senior Review Board will be as follows:

Chair:

Alicia Bárcena, Executive Secretary of the Economic Commission for Latin America and the Caribbean

Members:

Paul Buades, Director of the Global Service Centre

Cristina Gallach, Under-Secretary-General for Communications and Public Information

Mbaranga Gasarabwe, Deputy Special Representative of the Secretary-General for Mali

Kathryn Gilmore, United Nations Deputy High Commissioner for Human Rights

Fadzai Gwaradzimba, Assistant Secretary-General for Safety and Security

Miroslav Jenča, Assistant Secretary-General for Political Affairs

Sigrid Kaag, Special Coordinator of the Secretary-General for Lebanon

Bintou Keita, Deputy Joint Special Representative for the African Union-United Nations Hybrid Operation in Darfur

Rima Khalaf, Under-Secretary-General and Executive Secretary of the United Nations Economic and Social Commission for Western Asia

* The present circular, for the consideration of positions in the Political, Peace and Humanitarian Network, supersedes information circular ST/IC/2015/20 dated 11 September 2015 and is in effect from 1 January 2016 until further notice. The present circular will apply to the consideration of positions in all other job networks from the time the job network transitions into the staff selection and managed mobility system as provided for in Secretary-General's bulletin ST/SGB/2016/2.

16-13768 (E) 120816

Please recycle

Atul Khare, Under-Secretary-General for Field Support

Thomas Markram, Director and Deputy to the High Representative for Disarmament Affairs

Anthony O'Mullane, Director of the Information and Communications Technology Division of the Department of Field Support

Catherine Pollard, Under-Secretary-General for General Assembly and Conference Management

Yukio Takasu, Under-Secretary-General for Management

Ibrahim Thiaw, Assistant Secretary-General and Deputy Executive Director of the United Nations Environment Programme

El-Ghassim Wane, Assistant Secretary-General for Peacekeeping Operations

Farid Zarif, Special Representative of the Secretary-General for Liberia and Head of the United Nations Mission in Liberia

Raisedon Zenenga, Deputy Special Representative of the Secretary-General for the United Nations Assistance Mission in Somalia

Ex officio member:

Miguel de Serpa Soares, Under-Secretary-General for Legal Affairs and United Nations Legal Counsel

Secretary:

Carole Wamuyu Wainaina, Assistant Secretary-General for Human Resources Management

United Nations ST/IC/2016/18

Secretariat

8 August 2016

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Membership of the Senior Review Group**

In accordance with section 2 of Secretary-General's bulletin ST/SGB/2016/10, the Secretary-General has decided that the membership of the Senior Review Group will be as follows:

Chair:

Alicia Bárcena, Executive Secretary of the Economic Commission for Latin America and the Caribbean

Members:

Cristina Gallach, Under-Secretary-General for Communications and Public Information

Mbaranga Gasarabwe, Deputy Special Representative of the Secretary-General for Mali

Kathryn Gilmore, United Nations Deputy High Commissioner for Human Rights

Fadzai Gwaradzimba, Assistant Secretary-General for Safety and Security

Miroslav Jenča, Assistant Secretary-General for Political Affairs

Sigrid Kaag, Special Coordinator of the Secretary-General for Lebanon

Bintou Keita, Deputy Joint Special Representative for the African Union-United Nations Hybrid Operation in Darfur

Rima Khalaf, Under-Secretary-General and Executive Secretary of the Economic and Social Commission for Western Asia

Atul Khare, Under-Secretary-General for Field Support

* The present circular supersedes information circular ST/IC/2015/20 dated 11 September 2015 and will apply to the consideration of positions at the D-2 level in job networks until such time as the job network transitions into the staff selection and managed mobility system as provided for in Secretary-General's bulletin ST/SGB/2016/2.

16-13770 (E) 120816

Please recycle

Catherine Pollard, Under-Secretary-General for General Assembly and Conference Management

Yukio Takasu, Under-Secretary-General for Management

Ibrahim Thiaw, Assistant Secretary-General and Deputy Executive Director of the United Nations Environment Programme

El-Ghassim Wane, Assistant Secretary-General for Peacekeeping Operations

Farid Zarif, Special Representative of the Secretary-General for Liberia and Head of the United Nations Mission in Liberia

Raisedon Zenenga, Deputy Special Representative of the Secretary-General for the United Nations Assistance Mission in Somalia

Ex officio adviser:

Miguel de Serpa Soares, Under-Secretary-General for Legal Affairs and United Nations Legal Counsel

Secretary:

Carole Wamuyu Wainaina, Assistant Secretary-General for Human Resources Management

United Nations ST/IC/2016/19

Secretariat

10 August 2016

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **United Nations sabbatical leave programme for 2017**

1. The purpose of the present information circular is to invite staff to apply for the sabbatical leave programme for 2017 in accordance with the provisions of administrative instruction ST/AI/2015/5 of 23 December 2015.

Eligibility

2. Administrative instruction ST/AI/2015/5 defines the conditions under which staff members may be granted sabbatical leave. The programme is open to United Nations staff members who, at the time of the application, "have completed five years of continuous service with the Secretariat under continuing, permanent or fixed-term appointments under the Staff Regulations and Rules of the United Nations". Staff members who have previously completed a sabbatical leave shall not be eligible for five years after the end of their previous sabbatical. To be eligible, staff members must meet all the criteria in sections 2.2 to 2.5 of administrative instruction ST/AI/2015/5.

Selection of institution

3. Interested staff members are responsible for identifying the institution or organization in which they propose to carry out their research or study project, securing their acceptance by that institution or organization and ascertaining the type of support services and facilities that the institution is prepared to provide during the period of sabbatical leave. Research or study projects may be pursued at universities that are recognized, accredited or otherwise sanctioned by competent national authorities of the country in which the institution is based, independent institutions worldwide, research and training centres of the United Nations University and institutions that are members of the Academic Council on the United Nations System, as well as other relevant organizations and institutions. Staff members may wish to consult annex IV to the present circular for a list of institutions that are members of the Academic Council; annex V for a list of

* Expiration date of the present information circular: 31 December 2017.

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research and training centres of the United Nations University; and annex VI for additional participating institutions.

4. For the 2017 programme, priority consideration will be given to applicants who propose to study at the University for Peace in Costa Rica, a United Nations Treaty Organization established in 1980.

Application procedures

5. Each application must include:

(a) An application form (see annex I);

(b) A proposal form (see annex II);

(c) An endorsement form (see annex III) completed by the head of department/office/mission or Director/Chief of Mission Support responsible for the work of the applicant during the proposed research or study project;

(d) Official written correspondence between the applicant and the proposed sabbatical institution confirming acceptance;

(e) The signed declaration contained in the annex to administrative instruction ST/AI/2015/5;

(g) An application checklist (see annex VII).

6. Applicants must submit their applications electronically with all supporting documentation through their respective head of department/office/mission or Director/Chief of Mission Support, copying their direct supervisor. All applications must be directed to sabbatical@un.org and received by midnight, New York time, on 11 November 2016. Late or incomplete applications will not be considered.

7. The terms of the proposal submitted by the staff member shall be binding and cannot be modified after the deadline.

8. All proposals will be evaluated by a selection committee on the basis of the criteria set out in section 4.3 of administrative instruction ST/AI/2015/5 and the present circular. The Assistant Secretary-General for Human Resources Management shall make a final selection on the basis of the recommendations of the selection committee. The selection decisions are final. Each applicant and his or her head of department/office/mission or Director/Chief of Mission Support will be informed of the decision, regardless of the result of the application. The selected staff members will be requested to accept in writing, within 20 working days of being informed by the Office of Human Resources Management, the specified conditions of the award.

9. A sabbatical leave of up to four months may be approved and must be commenced within one year of selection. Under exceptional circumstances, such as exigencies of service or illness, staff members may request the Office of Human Resources Management for a deferral of sabbatical leave to the subsequent year. Such requests shall be made in writing with the endorsement of the head of department or office. Requests that do not meet these conditions shall not be considered. The Office of Human Resources Management may authorize the deferral of sabbatical leave, taking into consideration the circumstances of the staff member and the requirements for the coordination of the overall sabbatical leave programme. In the absence of such authorization, the Office of Human Resources

Management shall withdraw the approval for sabbatical leave from the staff members who are unable to commence sabbatical leave within one year of selection.

10. Staff members who are selected for the sabbatical will be placed on special leave with full pay for the sabbatical leave period. No additional payments will be made by the United Nations to the staff member to cover the expenses of the sabbatical leave.

11. Staff members may receive scholarships or stipends to support their sabbatical leave from entities other than the United Nations with the prior approval of the Office of Human Resources Management. Staff members must apply in writing to the Office of Human Resources Management at least four weeks before the beginning of the sabbatical leave period for such approval.

12. Within two months of the end of the sabbatical leave or two months of the additional time approved under section 5.3 of ST/AI/2015/5, whichever is later, staff members must submit electronically to their head of department or office and the Assistant Secretary-General for Human Resources Management, with a copy to sabbatical@un.org, a report on the project of study or research that they have undertaken according to the format and standards prescribed in annex VIII to the present information circular.

Annex I

Sabbatical leave programme for 2017: application form

1. Please complete the present annex electronically, sign it using the "Fill and Sign" feature in Adobe, save the signed document in PDF and email it to sabbatical@un.org. Handwritten proposals will not be accepted.

A. Personal information

Applicant information	
Name (last, first, middle initial)	
Index number	
Functional title	
Gender	
Category/level	
Type of appointment	
Contract expiration date	
Duty station	
Telephone	
E-mail	
Date of entry on duty (Secretariat)	
Date of entry on duty (present duty station)	
Title of proposed research or study project	
Is your research or study project part of a degree programme? Please type "yes" or "no"	
If yes, please explain	
Is your research or study project part of a fellowship programme with another institution? Please type "yes" or "no"	
If "yes", please explain	
Will you be receiving other sources of income during sabbatical leave? Please type "yes" or "no"	
If yes, please explain	
Have you participated in the sabbatical leave programme before? Please type "yes" or "no"	
If yes, indicate completion date	
Have you applied for the sabbatical leave programme before? Please type "yes" or "no"	
If yes, indicate previous application date	

Endorser information	
Name (last, first, middle initial)	
Functional title	
Category/level	
Telephone	
E-mail	
Supervisor information (if different from endorser)	
Name (last, first, middle initial)	
Functional title	
Category/level	
Telephone	
E-mail	

B. Background

2. Please indicate any professional experience that enhances your ability to carry out your proposed research or study project.

3. Please provide details concerning your university studies.

Degree	*University country*	*Area of study*	*Year graduated*

4. If relevant, please indicate your teaching and/or research experience, if any, including a list of your publications, if any (attach an additional sheet if necessary).

Date	*Subject matter*	*Teaching research publication*	*Institution place*

C. Placement

5. Please indicate the name and address of the institution or organization that has agreed to host you during your research or study project.

Name of institution/organization	*Address*
Contact person at institution/organization Name (last, first, middle initial): Functional title Telephone E-mail	

Signature of staff member

Date

Annex II

Sabbatical leave programme for 2017: proposal form

Please complete the present annex electronically. Handwritten proposals will not be accepted.

A. Title of the research or study project

B. Field of the research or study project

C. Purpose of the research or study project (maximum 150 words)

D. Outline of the topic or topics to be covered, including specific questions or subtopics that your research or study project will address (maximum 500 words)

E. Detailed methodology explaining how you will address or investigate the questions or subtopics that you listed in section D, that is, the primary or secondary research methods that you will use (maximum 500 words)

F. Schedule of work of the research or study project, with an indication of any preparatory work already accomplished (maximum 350 words)

G. List of the study or research activities that you intend to undertake, including where they will be conducted (maximum 350 words)

H. Relevance of the research or study project to the current and future work of the United Nations and to your current or future responsibilities (maximum 150 words)

Annex III

Sabbatical leave programme for 2017: endorsement form

The present form is to be completed by the head of department/office/mission or the Director/Chief of Mission Support responsible for the work of the applicant during the proposed research or study project.

I, _____, hereby support the request from _____ for sabbatical leave. I understand that, if this applicant is awarded sabbatical leave, he or she will be on special leave with pay for a maximum of four months starting within a year of selection for the sabbatical leave programme.

I also understand that, if the applicant is awarded sabbatical leave, he or she must submit electronically, within two months of completion of the sabbatical leave, a report about his or her research or study project to me and to the Assistant Secretary-General for Human Resources Management, with a copy to sabbatical@un.org.

_____

Name of endorser

_____ _____

Signature of endorser Date

Annex IV

Institutional members of the Academic Council on the United Nations System*

Please note that it is not obligatory to carry out research with any of the institutions listed below.

Asia-Pacific Centre for the Responsibility to Protect

Centre for Film and Media Studies, University of Cape Town

Association of Youth with a Vision

Balsillie School of International Affairs

Dag Hammarskjöld Foundation

Department of Political Science, Lund University

Development and Peace Foundation

Diplomatic Academy — Vienna School of International Studies

Ecologic Institute

Elliott School of International Affairs, George Washington University

Environmental Ambassadors for Sustainable Development

Euclid University

European Cooperation in Science and Technology

The Fletcher School, Tufts University

Friedrich-Ebert-Stiftung

Geneva Centre for Security Policy

Georgia College and State University

German Development Institute

Institute for Development and Peace

Institute of International Humanitarian Affairs

International Jurist Organization

Kadir Has University

L'Ouverture Institute for Diplomacy and Global Affairs

New World Hope Organization

Peace Operations Training Institute

Pontifical Catholic University of Minas Gerais

Ralph Bunche Institute for International Studies

Raoul Wallenberg Institute of Human Rights and Humanities

Seton Hall University

Taipei Economic and Cultural Office in New York

The Graduate Institute of International and Development Studies

The Hague Institute for Global Justice

The University of the West Indies

UN Studies Association

United Nations Association of Germany

University of Bridgeport, College of Public and International Affairs

University of Denver

University of Massachusetts Boston

* http://acuns.org/category/members-partners/institutional-members/.

Annex V

United Nations University participating centres

Please note that it is not obligatory to carry out research with any of the institutions listed below.

Under its charter, adopted by the General Assembly in 1973, the United Nations University is a voluntarily funded autonomous organ of the Assembly that engages in research, postgraduate training and the dissemination of knowledge on pressing global problems of human survival, development and welfare that are the concern of the United Nations and its agencies. The University is organized on a networking principle.

The locations of specific United Nations University research and training activities include:

United Nations University headquarters, Tokyo (www.unu.edu)

United Nations University Iceland-based Programme, Reykjavík, including:

- Fisheries Training Programme (www.unuftp.is)
- Geothermal Training Programme (www.unugtp.is)
- Land Restoration Training Programme (www.unulrt.is)
- Gender Equality Studies and Training Programme (https://gest.hi.is)

United Nations University Institute for the Advanced Study of Sustainability, Tokyo (www.ias.unu.edu)

United Nations University Institute for Environment and Human Security, Bonn, Germany (www.ehs.unu.edu)

United Nations University Institute for Integrated Management of Material Fluxes and of Resources, Dresden, Germany (http://flores.unu.edu)

United Nations University Institute for Natural Resources in Africa, Accra (http://inra.unu.edu)

United Nations University Institute for Water, Environment and Health, Hamilton, Canada (www.inweh.unu.edu)

United Nations University Institute on Comparative Regional Integration Studies, Bruges, Belgium (www.cris.unu.edu)

United Nations University Institute on Globalization, Culture and Mobility, Barcelona, Spain (http://gcm.unu.edu)

United Nations University International Institute for Global Health, Kuala Lumpur (http://iigh.unu.edu)

United Nations University Computing and Society, Macao, China (http://cs.unu.edu)

United Nations University — Maastricht Economic and Social Research Institute on Innovation and Technology, Maastricht, the Netherlands (www.merit.unu.edu)

United Nations University Programme for Biotechnology in Latin America and the Caribbean, Caracas (http://unu.edu/about/unu-system/biolac)

United Nations University World Institute for Development Economics Research, Helsinki (www.wider.unu.edu)

Annex VI

Additional participating institutions

Please note that it is not obligatory to carry out research with any of the institutions listed below.

The Office of Human Resources Management works to enhance dialogue and build contacts between the United Nations and other organizations and institutions engaged in related work worldwide.

The following institutions participate in the United Nations sabbatical leave programme:

Asian Institute of Technology, Bangkok (www.ait.ac.th)

Center for Development Research, University of Bonn, Bonn (www.zef.de)

Department of Nutrition and Food Science, University of Ghana, Accra (www.ug.edu.gh)

Gansu Natural Energy Research Institute/Asia-Pacific Research and Training Center for Solar Energy, Gansu, China (www.gneri.org)

Global Fire Monitoring Centre, Max Planck Society for the Advancement of Sciences, Freiburg, Germany (www.fire.uni-freiburg.de)

Griffith University, Queensland, Australia (www.griffith.edu.au)

Gwangju Institute of Science and Technology, Gwangju, Republic of Korea (http://www.gist.ac.kr)

Institute for Nutritional Sciences, Shanghai Institute for Biological Sciences, Chinese Academy of Sciences, Shanghai, China (www.nutrition.ac.cn)

International Institute for Geo-Information Science and Earth Observation, Enschede, the Netherlands (www.itc.nl)

National Energy Authority of the Republic of Iceland, Reykjavík (www.nea.is)

National Food Research Institute, Ibaraki, Japan (www.naro.affrc.go.jp)

National Institute of Public Health, Centre for Nutrition and Health Research, Cuernavaca, Mexico (www.insp.mx)

Scottish Association for Marine Science, Glasgow, United Kingdom of Great Britain and Northern Ireland (www.sams.ac.uk)

University for Peace, San José (www.upeace.org)

Annex VII

Application checklist

- ☐ Application form (see annex I)
- ☐ Proposal form (see annex II)
  - ☐ Title of the research or study project
  - ☐ Field of the research or study project
  - ☐ Purpose of the research or study project
  - ☐ Outline of the topic or topics to be covered
  - ☐ Detailed methodology
  - ☐ Schedule of work of the research or study project
  - ☐ List of the study or research activities, including where they will be conducted
  - ☐ Relevance of the research or study project to the current and future work of the United Nations and to the current or future responsibilities of the applicant
- ☐ Endorsement form (see annex III) completed by the head of department/office/mission or Director/Chief of Mission Support responsible for the work of the applicant during the proposed research or study project
- ☐ Official written correspondence between the applicant and the institution hosting the sabbatical confirming acceptance
- ☐ Signed declaration contained in the annex to administrative instruction ST/AI/2015/5
- ☐ Application checklist (include the present completed checklist with your application)

Annex VIII

Sabbatical Leave Programme 2017

Title of the research

Staff member name:

Institution:

Academic supervisor name and title:

Date:

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Endorsement by academic supervisor

This is to certify that the present report is based on the research undertaken by _____ (name of staff member) during the period of _____ (dates) at _____ (institution) under my supervision.

Signature: _____

Name: _____

Title: _____

Date: _____

Contents

Abstract

Include in the present section a concise summary of completed work that allows the reader to learn the rationale behind the study/research, research focus, general approach and methods used, pertinent results and important conclusions and/or recommendations. The abstract should stand on its own and not refer to any other part of the paper such as a figure or table (maximum 5 pages).

Introduction

Include in the present section of the report a general statement about the subject, the background and the context of the subject, reasons behind the relevance of the subject, scope and direction of the report, main idea, focus and purpose, and definitions of any complex terminology used (maximum: 3 pages).

Body of the report

Include in the present section the chapters or the section that you specified in your proposal's outline that was approved by the selection committee (maximum 50 pages).

Conclusions and recommendations

Include in the present section a summary of the main parts of the report, any deductions or concluding statements, comments about its limitations and any recommendations on how the report could be used by the Organization (maximum: 5 pages).

Annexes or appendices (If applicable)

References

See the United Nations Editorial Manual for guidelines.

United Nations ST/IC/2016/20

Secretariat

1 July 2016

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Designation of duty stations for purposes of rest and recuperation**

1. In accordance with administrative instruction ST/AI/2011/7 and Amend.1 and 2, on rest and recuperation, and following inter-agency consultations, the Office of Human Resources Management approves the Secretariat duty stations that qualify for rest and recuperation, the frequencies thereof and the designation of rest and recuperation destinations. The annex to the present circular contains the list of duty stations approved for rest and recuperation purposes effective as from 1 July 2016.

2. In duty stations where the rest and recuperation frequency has been reduced, the new cycle takes effect immediately. In duty stations where the frequency of rest and recuperation has been prolonged (from 4 to 6 weeks, from 6 to 8 weeks or from 8 to 12 weeks) or where it has been discontinued, staff members or eligible individuals who have already started accruing qualifying service prior to 1 July 2016 may avail themselves of rest and recuperation after completing the period of qualifying service previously in effect. Upon the return of the staff member or other eligible individuals to the duty station, the new frequency shall apply.

3. Should security or severe hardship conditions improve or deteriorate at specific duty stations during the course of the year, the duration of the period of qualifying service (frequency) may be adjusted by the Office of Human Resources Management following inter-agency consultations. Similarly, significant changes in a duty station environment may result in the approval or discontinuation of rest and recuperation.

* Expiration date of the present information circular: 31 December 2016.

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Annex

Consolidated list of duty stations[a] approved by the Office of Human Resources Management for rest and recuperation purposes (effective as from 1 July 2016)

Duty station	*Frequency*	*Rest and recuperation destination*
Afghanistan		
Entire country	6 weeks	Dubai
Algeria		
Tindouf	8 weeks	Las Palmas
Burkina Faso		
Djibo, Dori	12 weeks	Ouagadougou
Burundi		
Bujumbura, Gitega, Makamba, Ngozi	8 weeks	Nairobi
Central African Republic		
Entire country	6 weeks	Yaoundé
Chad		
Baga Sola	6 weeks	Addis Ababa
Abéché, Farchana, Goré, Gozbeida, Mao, N'Djamena, Sarh	8 weeks	Addis Ababa
Côte d'Ivoire		
Entire country except Abidjan and Yamoussoukro	8 weeks	Accra
Democratic People's Republic of Korea		
Pyongyang	8 weeks	Beijing
Democratic Republic of the Congo		
Aru, Beni, Bili, Bunia, Butembo, Dungu, Kalemie, Mahagi, Mboko, Uvira	6 weeks	Entebbe
Bandundu, Bukavu, Gemena, Goma, Kamina, Kananga, Kindu, Kisangani, Matadi, Mbandaka, Mbuji-Mayi	8 weeks	Entebbe
Lubumbashi	12 weeks	Entebbe

[a] Reflects duty stations with a presence of Secretariat staff members. Specialized agencies, funds and programmes issue organization-specific lists.

Duty station	*Frequency*	*Rest and recuperation destination*
Ethiopia		
Kebridehar	6 weeks	Addis Ababa
Jijiga	8 weeks	Addis Ababa
Gaza		
Gaza	8 weeks	Amman
Guinea		
Nzerekore	12 weeks	Accra
Haiti		
Entire country	8 weeks	Santo Domingo
Indonesia		
Jayapura	12 weeks	Jakarta
Iraq		
Baghdad, Kirkuk, Mosul	4 weeks	Amman
Basrah, Dohuk	6 weeks	Amman
Erbil, Sulaymaniah	8 weeks	Amman
Kenya		
Dadaab, Liboi, Wajir	6 weeks	Nairobi
Kakuma	8 weeks	Nairobi
Kyrgyzstan		
Osh	8 weeks	Istanbul
Liberia		
Entire country	8 weeks	Accra
Libya		
Entire country	6 weeks	Malta
Mali		
Gao, Kidal, Tesalit	4 weeks	Dakar
Mopti, Tombouctou	6 weeks	Dakar
Bamako, Kayes	8 weeks	Dakar

Duty station	*Frequency*	*Rest and recuperation destination*
Myanmar		
Sittwe	8 weeks	Yangon
Myitkyina (Kachin State)	12 weeks	Yangon
Niger		
Diffa	6 weeks	Niamey
Maradi, Tahoua, Zinder	12 weeks	Niamey
Nigeria		
Maiduguri, Damaturu	6 weeks	Accra
Bauchi, Gombe, Kaduna, Yola	8 weeks	Accra
Occupied Syrian Golan		
Occupied Syrian Golan	8 weeks	Amman
Pakistan		
Peshawar, Quetta	6 weeks	Dubai
Islamabad, Karachi, Lahore	8 weeks	Dubai
Papua New Guinea		
Port Moresby	12 weeks	Brisbane
Philippines		
Cotabato City	8 weeks	Manila
Cateel, Guian	12 weeks	Manila
Sierra Leone		
Entire country except Freetown	12 weeks	Accra
Somalia		
Baidoa, Beledweyne (Belet Uen), Boosaaso, Dolow, Galkacyo, Garowe, Jowhar, Kisimaio, Mogadiscio, Wajid	4 weeks	Nairobi
Hargeisa	6 weeks	Nairobi
South Sudan		
Aweil, Bentiu, Bor, Gokmachar, Juba, Kwacjok, Malakal, Melut, Pibor, Rumbek, Yirol	6 weeks	Entebbe
Kapoeta, Torit, Wau, Yambio	8 weeks	Entebbe

Duty station	*Frequency*	*Rest and recuperation destination*
Sri Lanka		
Kilinochchi	12 weeks	Colombo
Sudan		
Abyei, Buram (S. Darfur), El Da'ein (Darfur), El Fasher (Darfur), El Geneima (Darfur), Forobaranga (W. Darfur), Gereida (S. Darfur), Habila (W. Darfur), Kabkabiya (Darfur), Kadugli, Kass (Darfur), Khor Abeche (S. Darfur), Khor Omer, Kutum (Darfur), Labado (S. Darfur), Malha (N. Darfur), Mallit (N. Darfur), Masteri (W. Darfur), Morni (W. Darfur), Muglad (Southern Kordofan), Muhajiriya (W. Darfur), Mukjar (Darfur), Nertiti (W. Darfur), Nyala (Darfur), Saraf Omra/Umra (N. Darfur), Shangal Tobaye (N. Darfur), Sheiria (S. Darfur), Tawila (Tawilah) (N. Darfur), Tine (W. Darfur), Um Baro (W. Darfur), Um Kaddada (N. Darfur), Zalingei (Darfur), Zam Zam (N. Darfur)	6 weeks	Entebbe
Damazine	8 weeks	Entebbe
Syrian Arab Republic		
Entire country (excluding the Alpha side of the United Nations Disengagement Observer Force area of operations)	4 weeks	Amman
Turkey		
Antakya	8 weeks	Ankara
Uganda		
Moroto	8 weeks	Kampala
Kitgum	12 weeks	Kampala
Ukraine		
Donetsk, Kramatorsk, Luhansk, Mariupol, Servodonetsk, Sloviansk	8 weeks	Kiev
West Bank		
Ramallah	8 weeks	Amman
Yemen		
Sana'a	4 weeks	Larnaca
Aden, Haradh, Sa'ada, Taiz	6 weeks	Larnaca

United Nations ST/IC/2016/21

Secretariat

16 August 2016

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Membership of the Classification Appeals Committee for Posts in the Professional Category and Above**

1. The purpose of the present circular is to inform the staff that the Secretary-General has approved the membership of the Classification Appeals Committee for Posts in the Professional Category and Above.

2. The membership is as follows:

Chair: Maha El-Bahrawi

Members appointed by the Secretary-General:

Maxim Golovinov
Enrica Taddei

Members designated by the Staff-Management Committee:

Irka Kuleshnyk
Barbara Tavora-Jainchill

3. Elza Maharramova has been designated Secretary of the Committee and William Rodriguez has been designated Alternate Secretary.

4. The terms of reference of the Committee are set out in section 7 of administrative instruction ST/AI/1998/9, dated 6 October 1998.

* This circular will be in effect until further notice.

16-14199 (E) 180816

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United Nations ST/IC/2016/22

Secretariat

24 August 2016

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Working hours during the seventy-first session of the General Assembly for staff members at United Nations Headquarters**

1. In accordance with rule 1 of the rules of procedure of the General Assembly, as amended by Assembly resolution 57/301, the seventy-first session of the Assembly will open on Tuesday, 13 September 2016. Accordingly, from 13 September 2016 until the last day of the main part of the regular session of the Assembly, normal working hours will be eight and a half hours per day for staff members based in New York.

2. In accordance with Secretary-General's bulletin ST/SGB/2003/4, heads of departments or offices may authorize flexible working arrangements, subject to exigencies of service. Essential services must be maintained at all times to best meet the requirements of the General Assembly.

3. From the day following the last day of the main part of the seventy-first session of the General Assembly until further notice, normal working hours will again be eight hours per day.

* Expiration date of the present information circular: 31 December 2016.

16-14646 (E) 250816

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